

## CM/ECF CREDIT CARD ONLINE PAYMENT INFORMATION

Beginning July 10, 2006, filing fees may be made through Pay.gov when filing certain documents in CM/ECF. Electronic filings that will allow you to pay by credit card are:

### **Criminal**

- Notice of Appeal ..... \$455
- Notice of Interlocutory Appeal ..... \$455
- Motion for Pro Hac Vice ..... \$15

### **Civil**

- Notice of Appeal ..... \$455
- Notice of Cross Appeal ..... \$455
- Notice of Interlocutory Appeal ..... \$455
- Amended Notice of Appeal ..... \$455
- Motion for Pro Hac Vice ..... \$15
- Complaint ..... \$350
- Notice of Removal ..... \$350
- Civil Case Filing Fee ..... \$350
  - for: Motion for Writ of Mandamus
  - Motion to Vacate (Arbitration Award)
  - Motion to Compel (Arbitration Award)
- Petition for Writ of Habeas Corpus ..... \$5
- Registration of Foreign Judgment ..... \$39
- Notice of Receivership ..... \$39
- Miscellaneous Case Filing Fee ..... \$39
  - for: Motion to Quash
  - Motion to Compel
  - Motion for Letters Rogatory
  - Petition for Writ (of Attachment)
  - Motion(petition) for Return of Property

## FEE PAYMENT OPTIONS

There are three ways to pay your filing fees in the District of Utah. Instructions for each method follow the grey heading bars.

### PAY BY CREDIT CARD ONLINE USING PAY.GOV (Preferred method)

- Leave the receipt number box BLANK.

Only enter receipt information if:

1. You have already paid AND
2. You have a receipt number from the Utah US District Court.

To pay using the online credit card method, please leave the receipt box blank

Receipt #:  Fee: \$455

Next

Clear

- Click *Next*.
- Input your name and credit card information on the Pay.gov screens.
- The program generates a receipt number and places it in the docket text.

The following pages of this document describes the method of paying using a credit card on Pay.gov.

### PAY CASH, CHECK, MONEY ORDER OR CREDIT CARD AT THE WINDOW

Pay the fee in advance, then input the receipt number in the box that appears during the E-Filing of a complaint, appeal or pro hac vice motion.

### FILING FOR THE USA OR IN FORMA PAUPERIS

Answer "Y" to one of the following questions during filing:

**For complaints or pro hac vice motions**

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

or

Are you filing this on behalf of the USA Y/N?

**For appeals**

Do you have in forma pauperis status for this appeal Y/N?

or

Are you requesting in forma pauperis status for this appeal Y/N?

or

Are you filing this appeal on behalf of the USA Y/N?

- You will bypass the Pay.gov screens.

## PAY.GOV INSTRUCTIONS

When paying with a credit card online, during filing you will be temporarily taken from CM/ECF to Pay.gov

The cardholder name and address values will default to the values in CM/ECF.

The payment field will be populated with the current fee.

**Online Payment**

[Return to your originating application](#)

**Step 1: Enter Payment Information**12

**Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)**

Required fields are indicated with a red asterisk \*

Account Holder Name: John Doe \*

Payment Amount: \$455.00

Billing Address: 1234 S MAIN ST STE 20 \*


Billing Address 2:

City: SALT LAKE CITY

State / Province: Utah - UT

Zip / Postal Code: 84111

Country: United States \*

Card Type: Visa \*

Card Number: 123456 \* (Card number value should not contain spaces or dashes)

Expiration Date: 07 \* / 2006 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment

Cancel

### NOTES:

- You may change billing address, but note that it does not make an address change in CM/ECF.
- If you do **not** want to submit this payment anytime during this process, click on the "Return to your originating application" button at the top of the screen. You will be returned to CM/ECF and see this message:

Docketing of this event cannot continue because you have either chosen to cancel or quit the payment process. You must docket the event again by returning to the Civil or Criminal Events menu. (If you did not click either Quit or Cancel, please contact the card issuer before attempting to docket the event again.)

Once you return to CM/ECF, you will need to click on the BLUE BAR to see the filing events menu.

Click the "Continue with Plastic Card Payment" to see the summary screen

Payment Summary <a href="#">Edit this information</a>		
<b>Address Information</b> <b>Account Holder Name:</b> John Doe 1234 S MAIN ST <b>Billing Address:</b> STE 200 <b>Billing Address 2:</b> City: SALT LAKE CITY <b>State / Province:</b> UT <b>Zip / Postal Code:</b> 84111 <b>Country:</b> USA	<b>Account Information</b> <b>Card Type:</b> Visa <b>Card Number:</b> *****2222 <b>Expiration Date:</b> 7 / 2006	<b>Payment Information</b> <b>Payment Amount:</b> \$455.00 <b>Transaction Date</b> 06/27/2006 16:49 <b>and Time:</b> EDT
<b>Email Confirmation Receipt</b> To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below. <b>Email Address:</b> <input type="text" value="john_doe@yahoo.com"/> <b>Confirm Email Address:</b> <input type="text" value="john_doe@yahoo.com"/>		
<b>Authorization and Disclosure</b> <b>Required fields are indicated with a red asterisk *</b> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> * Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions. <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		

**NOTES:**

- In order to receive a transaction receipt for reconciliation with credit card statements, you must enter a valid e-mail address on this screen. A message containing the receipt will be sent to that e-mail address. This e-mail message has a tracking ID number which is the only means the Help Desk has to identify your particular transaction should a problem arise.
- **ALWAYS** check the "authorization box", or it will not be processed.
- Carefully review the payment information, then click on the "Submit Payment" button. **WARNING: clicking the "Submit Payment" button more than once may result in multiple charges to your credit card.**
- Once the payment is submitted, you will be returned to CM/ECF to complete the filing process.
- If you do not complete your filing transaction, the fee will have been paid but the event will not be entered on the docket. You will receive a receipt.
- If a credit card payment is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue and will not be posted to the docket. You will be instructed to contact your card issuer.

After successful submission of the payment, you will receive a confirmation e-mail which is your receipt.

**THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.**

**Your transaction has been successfully completed.**

**Payment Summary**

**Application Name: UTD CM ECF TEST**

**Pay.gov Tracking ID: 3FO9PNQ8**

**Payment Agency Tracking ID: 143187**

**Cardholder Name: John Doe**

**Cardholder Address: 1234 S MAIN ST STE 200**

**Cardholder Country: USA**

**Cardholder Zip Code: 84111**

**Card Type: Master Card**

**Payment Amount: \$350.00**

**Current Date and Time: Jun 27, 2006 7:44:08 PM**

**Internet Payment History Report**

A CM/ECF report is available to view payments for a specified range, sorted by receipt number.

UTILITIES > Miscellaneous> Internet Payment History

You will not be billed for viewing this report.

Electronic Case Filing System [TEST] District of Utah [TEST] Internet Payment History for [REDACTED] 6/20/2006 to 6/27/2006				
Date Paid	Description	Payment Method	Receipt #	Amount
2006-06-20 14:10:03	Miscellaneous Case Filing Fee(1:06-mc-01133-DB) [misc mcfee] ( 39.00)	credit card	143005	\$ 39.00
2006-06-27 17:44:08	Complaint(2:03-cv-05000-DB-DON) [cmp cmpX] ( 350.00)	credit card	143187	\$ 350.00

**Errors:**

## Payment Errors:

- To determine whether a payment was successfully completed, go to  
UTILITIES > Miscellaneous > Internet Payment History Report
- Pay.gov can be contacted at:
  - 800-624-1373 (option 2)
  - [www.pay.gov](http://www.pay.gov)

## Document Filing Errors

- Call the District of Utah Help Desk, 801-524-3248. The District of Utah Help Desk does not have access to your Pay.gov transactions and cannot help with pay.gov issues.

## INITIATING A NEW CIVIL CASE

Because initiating a new civil case involves entry of parties into CM/ECF, it is not possible to initiate a civil case and file a complaint without preparatory contact with the District of Utah Clerk's Office. After preparations, a complaint may be filed using Pay.gov as a means of payment.

- E-mail PDF versions of the Civil Cover Sheet and the Complaint or Initiating document, with the parties listed, to:  
[Utdecf\\_clerk@utd.uscourts.gov](mailto:Utdecf_clerk@utd.uscourts.gov)
- The e-mailed complaint is for information purposes only and will not be filed by the clerk's office. The complaint must be filed by counsel as later indicated.
- New cases will be processed until 4:00 p.m. each day the court is open. New cases received after this time will be processed the following morning. Please keep this in mind when a deadline for filing a new case is approaching.
- A case number and judge will be assigned to the case.
- The Clerk's office will enter the case information into CM/ECF and add the parties.
- The Clerk's office will enter a "Remark - New Case" on the docket and a NEF will be e-mailed to counsel. The docket text will include the judge assigned to the case and direct counsel what CM/ECF filing event should be used to e-file the complaint or initiating document and to pay the filing fee by the end of the business day.  
*Those attorneys who have elected to receive the Daily Summary instead of individual NEFs will need to contact the Clerk's office to find out if their case has been entered, since they will not receive notification until the following day.*
- The attorney must file the initiating document(s)\* as soon as possible after receiving notification that the case has been opened.
- The case is not considered opened until the filing fee has been paid.

\*Miscellaneous Cases: Once case information is placed into CM/ECF, counsel will be directed to file "Miscellaneous Case Filing Fee" to pay the filing fee. Once the filing fee has been successfully submitted, counsel will then file the initiating document, i.e. Motion to Quash.

## Pro Hac Vice Revised Procedures

As of July 10, 2006, pro hac vice attorneys will have the ability to file their motion and proposed order for pro hac vice admission **through their designated local counsel** and pay the required fee through Pay.gov

1. Local counsel will **receive** from pro hac vice counsel:
  - a. an application for pro hac vice admission
  - b. the completed electronic registration form *(if not already registered as an E-filer)*
  - c. a proposed order, in word processing format
  - d. pro hac vice counsel's credit card number

**If paying by check, local counsel will be required to pay the fee at the clerk's office before e-filing the motion for pro hac vice with attachments a-c as shown above**
2. Local counsel will **prepare** a motion for pro hac vice admission:
  - a. items a-c in step 1 will be attachments to the motion. For this purpose, the order should be converted to PDF format. Note that the order in word processing format is to be sent to the judge by e-mail.
3. If local counsel have not yet appeared on the case, they will e-file a **Notice of Appearance**.
4. Local counsel will then **e-file** the motion for pro hac vice admission along with the attachments shown in step 1, a-c and pay the fee.
5. Local counsel will **send the proposed order**, in word processing format, via e-mail to the appropriate judge for review and signature. The e-mail should be copied to all counsel and include the case name and title in the subject line.
6. Once the order is signed, it will be entered on the docket by the clerk's office and pro hac vice counsel will be added to the case.